

COMMUNICATIONS SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Communications Specialist position exists is to manage and direct a major division of the Information Systems Department. Work involves major and complex technical decisions in the areas of telecommunications and communications equipment, including specifications and operational procedures for these systems, selection, procurement, installation and testing, and maintenance. Work assignments are very broad in scope and are performed with considerable independence. Work is performed under the general direction of the Chief Information Officer. This classification supervises the work of professional and technical staff within the I.S. function.

ESSENTIAL FUNCTIONS:

Supervises technical and professional employees involved in a wide variety of telecommunications and communications installation, engineering, maintenance, and repair tasks.

Prepares preliminary and long-range plans, estimates, budgets, and staffing requirements.

Reviews final plans, specifications, special conditions, agreements, and purchase documents. Provides coordination, inspection, and quality compliance of contractors and crews; oversees testing and acceptance of new systems.

Conducts research work to analyze technical data pertaining to extensive communications/telecommunications systems; develops network solutions to data transmission requirements.

Ensures Federal Communications Commission licensing requirements are met.

Prepares budget and correspondence in relation to section operations.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Contributes to meeting the City's performance goals and plans by taking personal responsibility for overall team results. Includes developing, implementing, and maintaining information systems, telecommunications, and integrating emerging technologies.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles, practices and methods of telecommunications, maintenance and system management.

Electronic communications field including digital computer communications systems and support equipment.

Principles, capabilities, and operation of telecommunications systems, including voice and data transmission over VHF/UHF radio and microwave/multiplex point-to-point service.

Preventative maintenance procedures for communications equipment, computers and peripheral equipment.

Federal state and local regulations relative to installation and operation of communications/telecommunications systems.

Management practices and procedures,

Information Systems related terminology, practices and procedures.

Data communications security and privacy techniques.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.

Evaluate and resolve customer problems and issues.

Understand the design, installation and maintenance of communications or telecommunications systems and equipment.

Prepare budgets, contracts, engineering service requests, and other information for continuous delivery of service.

Review procedures and problems to develop solutions and new systems

Listen and communicate effectively with a diverse group of people

Establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, and the general public

Analyze, interpret, and present research findings.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Understand database organization access and retrieval technique.

Education & Experience

Five years of experience in the design, installation and maintenance of communications or telecommunications systems and equipment including two years of supervisory experience and a bachelor's degree in business administration, electrical or telecommunications engineering, or computer science, or a related field. Other combinations of experience and education, which meet the minimum requirements may be substituted.

FLSA Status: Exempt

HR Ordinance Status: Unclassified